

New Supply Order Forms

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The following new supply order forms have been created to standardize the ordering of driving school certificates. The new order forms are available online at:

www.dmv.ca.gov/vehindustry/ol/forms/supplyorderforms.htm

<i>Supply Order Form #</i>	<i>Type of School</i>	<i>Certificate Form #</i>	<i>Additional Forms Needed to Process Your Order</i>		
			<i>DL 396</i>	<i>DL 803</i>	<i>OL 804</i>
OL 400	DMV Licensed Driving School	DL 400B	Not required	Not required	Not required
		DL 400C			
		OL 238			
		OL 800			X
OL 400HS	Home School/Private School Satellite Program	DL 387D	One per OL 400HS	X	Not required
		DL 387E		X	
		DL 388C		X	
		DL 118		X	X
OL 400PR	Private Secondary School	DL 387 B	One per OL 400PR	X	Not required
		DL 387C		X	
		DL 388B		X	
		DL 118		X	X
OL 400PU	Public Secondary School	DL 387	One per OL 400PU	X	Not required
		DL 387A		X	
		DL 388A		X	
		DL 118		X	X

All orders will be delivered by courier service. An individual **must** be present to receive and sign for the shipment. Allow 4 – 6 weeks to process the order.

Procedures

- Order driving school certificates by downloading and printing the appropriate supply order form.
- Complete the supply order form and follow the instructions on the form (the chart in the New Supply Order Forms section was designed to assist you when ordering the certificates).
- Effective immediately, all supply order forms **must** be mailed to the Occupational Licensing, Driving School/Traffic Violator School Unit. The address is listed on the supply order form. Faxed order forms **will not** be accepted.

Background

In the past, there was no uniformity in the manner that supply orders were submitted, which delayed the processing of requests. To improve customer service, this standard ordering process has been established.


Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via California DMV's Automated E-mail Alert Service in July 2010 to the following:

- All E-mail Alert subscribers

Contact

Refer questions regarding this memo to the Occupational Licensing, Driving School/Traffic Violator School Unit at (916) 229-3127.

A handwritten signature in black ink, appearing to read 'Mary Garcia', with a stylized, flowing script.

MARY GARCIA, Chief
Occupational Licensing